

EAGLS Online Self-Registration for Account Holders

The purpose of this job aid is to demonstrate how to use the online self-registration tool to gain access to EAGLS. This functionality is currently only available to account holders of the Department of Defense, Tennessee Valley Authority, NASA Travel Card, and USDA Travel Card Programs.

How to Use the EAGLS Online Self-Registration

1. Enter the following URL in the Address bar and press enter:
https://www.gcsuthd.bankofamerica.com/eagls_selfregistration/selfreg.aspx
2. Enter the following information as it appears on your statement.
 - a. **First Name.** Enter the first name. If the statement contains a prefix before the first name (i.e. Msgt, LT, Capt, etc), be sure to type in the prefix; leave a space, then type in the first name. ***Note:** The name on your card may differ from the name on your statement.*
 - b. **Middle Name:** Generally, this will be the middle initial only. If the full middle name is on the statement, type in the full middle name.
 - c. **Last Name:** Type the last name.
 - d. **Suffix:** If the statement displays a suffix (i.e. Jr, Sr, etc), enter it in the suffix field.
 - e. **Zip Code.** Enter the 5-digit zip code as it appears on the statement.
 - f. **Last 4 Digits of Your Account Number:** Enter the last 4 digits of your Government Card account.
 - g. **Enter your Government E-Mail address:** This is your official Government e-mail address.
3. Click **Submit**.
4. Upon successful completion, you will receive two (2) mailers via USPS. One contains your User ID and the other contains your passcode. Both are needed to sign in to EAGLS.

What you Need to Know

- To use this tool your account must be in an open status.
- You must wait two(2) business days to register if there has been a recent change of address.
- The Government Email address must end in: .mil, .edu, .gov, .org.
- If you receive an error message stating, "A User ID already exists", please contact the Technical Help Desk for further assistance, 1.800.558.0548.

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